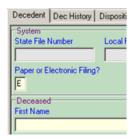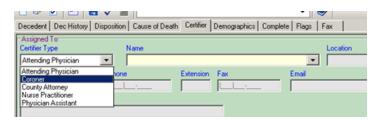Please be advised when assigning a death record to the certifier you must first check if they are on the system and what their preferred method of contact is.

1. Start by entering an E in the filing field.



2. Now enter the certifier type and their name.



3. Make sure you follow the proper notification according to what is listed in Preferred Method of Contact. Remember different certifiers at the same location could have different methods of contact.



4. **Methods to Contact the Certifier:**
   ➢ Preferred Method of Contact "**Email**"
      Email notification is **automatically** sent to the certifier when record is **saved**.
   ➢ Preferred Method of Contact **"Fax"**
      **Select Requests→Select Fax Notification** (system faxes notification of electronic record to certifier's office).
   ➢ Preferred Method of Contact **"Attestation"**
      **Email** is **automatically** sent to the certifier when the record is **saved** stating that they should soon be receiving a faxed worksheet. **Select Requests**, **select Certifier Fax Worksheet** (system faxes death certificate worksheet to certifier's office).
   ➢ Preferred Method of Contact **"Phone"**
      **Call** the **certifier** and let them know they have an electronic death record to complete.